

WOLVERHAMPTON CCG

GOVERNING BODY
23 MAY 2017

TITLE OF REPORT:	Committee Annual Reports
AUTHOR(S) OF REPORT:	Peter McKenzie, Corporate Operations Manager
MANAGEMENT LEAD:	Peter McKenzie, Corporate Operations Manager
PURPOSE OF REPORT:	To introduce the annual reports of the Governing Body Committees, which have been submitted to demonstrate that they have met their terms of reference.
ACTION REQUIRED:	<input type="checkbox"/> Decision <input checked="" type="checkbox"/> Assurance
PUBLIC OR PRIVATE:	This Report is intended for the public domain.
KEY POINTS:	<ul style="list-style-type: none"> • Each of the Committees have duties set out in their terms of reference in the CCG's Constitution. • The committees' work for the year has been mapped against broad themes in the terms of reference. • Each Committee has concluded that it has successfully met its terms of reference for the year.
RECOMMENDATION:	That the Governing Body receive and note the Committee Annual Reports.
LINK TO BOARD ASSURANCE FRAMEWORK AIMS & OBJECTIVES:	
3. System effectiveness delivered within our financial envelope	<p><u>Continue to meet our Statutory Duties and responsibilities</u> The Committee Annual Reports include details of how the Committees have discharged any statutory duties that have been delegated to them. The Committee Annual Reports have also been used to support the Accountable Officer in the preparation of the Annual Governance Statement.</p>



1. BACKGROUND AND CURRENT SITUATION

- 1.1. The Terms of Reference for the committees of the Governing Body set out in the Constitution set out what their areas of responsibility are. The terms of reference also state that they are required to demonstrate to the Governing Body how effectively they have met these responsibilities during each year.
- 1.2. The committees discharge this requirement by producing annual reports to build on the regular reporting from each committee to the Governing Body. This allows the Governing Body to assess how effectively they have met their terms of reference.

2. ANNUAL REPORTS

- 2.1. As with previous years, the committees have chosen to reflect on their work based on broad themes drawn from their terms of reference rather than giving a chronological account of meetings throughout the year. This allows the Governing Body to have an overview of their work, as the regular reports given to Governing Body meetings have provided the required specific detail. This approach ensures the committees assess their activity across the full scope of their areas of responsibility in their terms of reference.
- 2.2. As well as providing the Governing Body with assurance on the work of the Committees, the content of the annual reports has been used to support the Chief Officer in preparing the Annual Governance Statement, which forms part of the Annual Report. This includes brief details of work undertaken by each of the committees that relate to the CCG's overall governance framework.
- 2.3. Each of the committee's reports are attached for comment by the Governing Body. And will be published on the CCG's website.

3. CLINICAL VIEW

- 3.1. The clinical committee chairs have been involved in the production of the annual reports.

4. PATIENT AND PUBLIC VIEW

- 4.1. Not applicable.

5. KEY RISKS AND MITIGATIONS

- 5.1. There are no risks associated with this report.



6. IMPACT ASSESSMENT

Financial and Resource Implications

6.1. There are no financial implications arising from this report.

Quality and Safety Implications

6.2. There are no Quality and Safety implications arising from this report.

Equality Implications

6.3. There are no Equality implications arising from this report.

Legal and Policy Implications

6.4. The annual reports have been produced in line with the requirement within the committee terms of reference. They have been used in the preparation of the Governance Statement as part of the assessment of the CCG's governance framework. No significant issues have been identified.

Name Peter McKenzie
Job Title Corporate Operations Manager
Date: May 2017



REPORT SIGN-OFF CHECKLIST

This section must be completed before the report is submitted to the Admin team. If any of these steps are not applicable please indicate, do not leave blank.

	Details/ Name	Date
Clinical View	N/a	
Public/ Patient View	N/a	
Finance Implications discussed with Finance Team	N/a	
Quality Implications discussed with Quality and Risk Team	N/a	
Equality Implications discussed with CSU Equality and Inclusion Service	N/a	
Information Governance implications discussed with IG Support Officer	N/a	
Legal/ Policy implications discussed with Corporate Operations Manager	N/a	
Other Implications (Medicines management, estates, HR, IM&T etc.)	N/a	
Any relevant data requirements discussed with CSU Business Intelligence	N/a	
Signed off by Report Owner (Must be completed)	Peter McKenzie	12/05/2017

